

**SECRET**  
**Security Information**

**MEMORANDUM FOR:** Acting Chairman, Incentive Awards Committee  
**FROM:** Executive Secretary, Incentive Awards Committee  
**SUBJECT:** Award for Superior Accomplishment - [REDACTED]  
**REFERENCE:** Paragraph 3a (4), CIA [REDACTED]

25X1A9A

25X1

1. Agency [REDACTED] and supporting documents from the Chief, Material Support Branch, Office of Communications, recommending the granting of a within-grade pay increase as an award to [REDACTED] GS-7, for superior accomplishment have been reviewed to determine compliance with legal requirements set forth in Public Law 429. [REDACTED] compensation is less than the maximum rate for his grade. He has received no previous advancement as an award during the past 52 weeks--the prescribed waiting period for a normal periodic pay increase.

25X1A9A

2. Standards - To merit an award for Superior Accomplishment, an employee's performance must meet one of the tests prescribed by Paragraph 3a (4) of the Regulation. The memorandum from the Chief, Material Support Branch presents information in accordance with the provisions of the above-referenced regulation.

3. If the Committee favorably considers an award for Superior Accomplishment for [REDACTED], his salary will be increased from \$4,205 to \$4,330 per annum.

25X1A9A

FOR THE INCENTIVE AWARDS COMMITTEE

[REDACTED]

25X1A9A

**SECRET**  
**Security Information**

CONFIDENTIAL

Security Information

C O P Y

TO : Chief, OC-A

FROM : OC-A/MSB

SUBJECT: Recommendation for Superior Accomplishment Salary Increase for

REF : CIA

1. It is recommended that [ ] be granted a salary increase of one step in accordance with the provisions of CIA Regulation [ ] which allows such an increase as a result of superior accomplishment. This recommendation is believed justified under the provision of Section #3, paragraph #4, referenced regulation, sustained work performance of a high degree of efficiency.

2. [ ] in his position of Stock Management Officer, OC-A/MSB has demonstrated outstanding performance for the past six months in the accomplishment of his assigned duties. During the past three months, he has performed his own primary assignment in the same outstanding manner and in addition, has assumed greater responsibilities because of the TDY assignment of the Deputy Chief, MSB [ ] to Headquarters, [ ] and has done so with meritorious distinction.

3. [ ] is normally responsible for maintaining supervision and management control of Agency Communications Stock for this Branch and is required to possess the technical knowledge to conduct the numerous detailed administrative and logistic functions necessary to assure that the stocks are kept current and that acceptable quantities are available when required. This entails reviewing some 7500 items of a stock value in excess of \$2,000,000.00.

4. As indicated above, [ ] has been required to assume certain functions normally performed by [ ] during his absence and will be required to continue these upon [ ]'s return and during the absence of the undersigned for a period of approximately two months. [ ] familiarity with the office routine, specific procurement problems and details of important contracts have placed an increasing demand upon his knowledge and abilities and as indicated above, he has met these demands with distinction, and it is anticipated that he will continue to do so.

CONFIDENTIAL

Security Information

*Rejected*  
*This man is normally expected to assume the duties of his chief as the chief is absent.*

**CONFIDENTIAL**

~~SECRET~~  
Security Information

C O P Y

1st Indorsement

TO: Executive Secretary, Incentive Awards Committee

FROM: Chief, Administrative Staff, Office of Communications

The attached recommendation for a Superior Accomplishment award is  
forwarded for action.

/s/

25X1A9A

~~SECRET~~  
Security Information

**CONFIDENTIAL**